

**Accreditation** : This Module is a Nationally Accredited Course  
**Title** : **BSBSLS406A – SELF-MANAGE SALES PERFORMANCE**  
**Field Of Study** : **Sales**

### What is this course all about?

This unit involves the skills and knowledge required to self manage sales performance through establishing an individualized sales plan, and through managing stress, time and sales related paperwork.

### When you have finished this course you should be able to demonstrate your ability to:

#### **Establish an individualized sales plan– BSBSLS406A/01**

- ❑ Establish individual sales goals and quotas to focus work activities based on organizational sales and marketing objectives
- ❑ Establish consultation and communication structures with clients and supervisors
- ❑ Establish an individualized sales plan to achieve sales goals and quotas within a work system that prevents adverse effects on health and safety and is constructed against clear timeframes
- ❑ Monitor sales plan in relation to established goals and quotas
- ❑ Adjust sales plan in response to monitoring
- ❑ Conduct an evaluation of sales plan and adjust sales plan accordingly

#### **Organize workload effectively – BSBSLS406A/02**

- ❑ Implement consultative strategies in accordance with organizational policies and procedures
- ❑ Monitor symptoms of negative stress
- ❑ Establish a plan in accordance with organizational requirements to reduce symptoms of negative stress
- ❑ Establish routines to provide structure for work and to manage workload
- ❑ Allocate time for unanticipated events and activities
- ❑ Delegate tasks to individuals or sales team members to share workload in accordance with organizational requirements

### Allocate time effectively – BSBSLS406A/03

- ❑ Give priority to activities related directly to selling
- ❑ Conduct an analysis of the time spent on work related activities
- ❑ Adjust time spent on specific work tasks as a consequence of this analysis
- ❑ Apply time management strategies to minimize non-productive sales activities

### Complete sales paperwork and reports– BSBSLS406A/04

- ❑ Establish a system to collect, record and organize data associated with sales process
- ❑ Complete routine reports at regular intervals in accordance with organizational requirements
- ❑ Utilise available technology to facilitate record keeping and production of sales reports

### Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Front line employees

### You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ Literacy and information management skills to collect, record and organize data to complete sales reports
- ❑ Organisational and time management skills to set priorities, sequence tasks and meet sales time lines in an achievable timeframe
- ❑ Planning skills to establish, monitor and adjust sales plan as required
- ❑ Self- evaluation skills to identify symptoms of negative stress
- ❑ Technological skills to use a range of software and business equipment to collect and record sales information
- ❑ Key principles associated with self-management
- ❑ Organisational policies and procedures, roles and responsibilities
- ❑ Identification and overview knowledge of key provisions of relevant legislation from all levels of government that affects business operations, codes of practice and national standards, such as:
  - Anti-discrimination
- ❑ Ethical principles
  - Consumer protection
  - Privacy laws
  - Trades Practices Act
  - Stress prevention and management strategies and techniques

### What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus.

### How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

### Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) in order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.